

**BYLAWS OF THE  
CRIMINAL JUSTICE PLANNERS ASSOCIATION  
TEXAS ASSOCIATION OF REGIONAL COUNCILS**

ARTICLE I – NAME

The name of this organization shall be the “Criminal Justice Planners Association,” hereinafter referred to as the Association. The Association is established as a voluntary, non-profit professional association formed under the sponsorship of the Texas Association of Regional Councils (TARC).

ARTICLE II – PURPOSES

The purposes of the Association are:

- A. To provide a means for education, training, and advancement of the profession of criminal justice planning.
- B. To provide a forum for the exchange of information among individuals charged with the responsibility of planning and coordination for these programs.
- C. To provide a vehicle for expressing ideas and concerns for the improvement of programs relating to criminal justice planning.
- D. To advise the Texas Association of Regional Councils and its membership on matters of appropriate program operation and policy.
- E. To provide programs, projects, and research of any and all fields deemed appropriate.

ARTICLE III - MEMBERSHIP

Section 1:

Membership of the Association shall consist of the 24 Councils of Government (herein referred to as Council). Representatives to this Association shall be designated to serve in this capacity by the Executive Director of the Council.

Section 2:

Each Council shall have only one voice. Said representative shall be designated by the sponsoring agency.

Section 3:

No members shall represent the Association in any political campaigns on behalf of any candidate for public office.

ARTICLE IV – OFFICERS

Section 1:

The officers of the Association shall consist of a Chair, Vice-Chair, and Secretary elected at an annual meeting each year and installed immediately following the election.

Section 2: Duties

A. Chair – The Chairperson shall be presiding officer of the Association and an ex-officio member of all committees; shall be available to consult with the members on Association matters between meetings; shall appoint committees as necessary; and, shall generally represent the interests of the Association with related associations, agencies, and organizations.

B. Vice-Chair – In the absence of the Chairperson, the Vice-Chairperson shall perform all duties as they pertain to the office of the Chairperson. The Vice-Chairperson shall undertake any duties assigned to him/her by the Chairperson.

C. Secretary – The Secretary shall be responsible for the minutes of meetings of the Association. Should the Chair and Vice-Chair be absent, the Secretary shall act as Chairperson and shall designate another member to act as secretary pro-tem.

Section 3: Term of Office

The officers shall be elected by the voting membership as the annual TARC Conference in accordance with Article V, Section 2 of these bylaws to serve a one-year term or until their successors are elected. A member may serve a maximum of two consecutive one-year terms.

Section 4: Vacancies

If a vacancy occurs in the office of Chair, the Vice-Chair succeeds to the office of Chair for the remainder of the term. If a vacancy occurs in the office of Vice-Chair, the Secretary succeeds to the office of Vice-Chair for the remainder of the term. A vacancy in the office of Secretary shall be filled by special election at the Association's next meeting or at a called meeting to coincide with the next TARC quarterly meetings, whichever, comes first.

## ARTICLE V – NOMINATIONS AND ELECTIONS

### Section 1: Nominations

- A. There shall be a nominating committee consisting of three member organizations' representatives appointed by the Chair.
- B. The nominating committee shall prepare a slate of nominees for officer positions to present at the next meeting.

### Section 2: Elections

- A. Elections shall be held as an item of new business at the annual TARC Conference.
- B. Nominations may be made from the floor by a voting member representative provided the person nominated agrees to serve, if elected, and there is a second to the nomination by another voting member representative.
- C. Voting shall be by secret ballot with voting member organizations' representatives present.

## ARTICLE VI – MEETINGS

### Section 1: Regular and Annual Meetings

The annual business meeting of the Association and the election of officers shall be held at the annual TARC conference unless this presents undue hardship. Regular meetings are held in conjunction with quarterly TARC meetings.

### Section 2: Special Meetings

Special meetings of the members of the Association may be called by the Chair or by the Secretary upon written request by one-third of the voting members of the Association. Such special meetings shall be held at the time and location as stated in the call.

### Section 3: Notices of Meetings

Notices of meetings of the Association shall be in writing and shall set forth the date, time, and place of the meeting. Such notices shall be mailed, sent by facsimile transmittal (FAX), or by email by the Secretary not fewer than ten or more than thirty days before each meeting, and addressed to all members organizations' representatives to the association at his/her address as it appears on the records of the Association. Notice shall also be forwarded to the TARC office and to the designated member of the TARC Executive Directors' Council responsible for liaison with this Association.

#### Section 4: Quorum

At any annual or special meeting of the Association, the presence of one-third of the voting members shall constitute a quorum for the transaction of business.

#### Section 5: Procedures

The Chair shall rule on all procedural matters not specifically covered in these bylaws and Robert's Rules of Order Revised shall govern on all matters of parliamentary procedures.

### ARTICLE VII – COMMITTEES

Committees shall be appointed by the Chairperson to serve a specific purpose as designated by the members with the Committee Chairperson appointed by the Association Chairperson.

### ARTICLE VIII – POSITION STATEMENTS

#### Section 1:

All Association members will be notified of any position which comes under consideration for transmittal to TARC for the purpose of adoption or further action. It shall be the intent of this Association to first request review by the respective members' councils prior to commitment of an Association submission of such position for consideration.

#### Section 2:

Upon request by the Association of evidence of a two-thirds majority expression of support from member councils towards any draft position, a formal transmittal expressing such position support shall be forwarded from the Association to the TARC Board of Directors.

#### Section 3:

The initiation of the need to adopt a position statement shall be inherent in the right of nay members of the Association and can be communicated to other members via the Chairperson without the need for a formal meeting to place the above-described process in motion.

### ARTICLE IX – AMENDMENTS

These bylaws and any amendments or supplements thereto may be adopted, amended, altered, supplemented, or repealed by a two-thirds majority of the voting membership of the Association when due notice of the proposed bylaws amendment has been given to all members thirty days prior to the call for vote. Such proposed amendment(s) notice shall also be sent to the Texas Association of Regional Councils for review and confirmation of appropriateness to TARC Bylaws.